

Job Seeking Skills Workshops

Open to all Job-Seeking Customers **January 2013**

Workshop	Date	Time
BUDGETING & REBUILDING YOUR FINANCES: Presented by Mountain America Credit Union. Learn how to budget, save and manage your finances as well as repay debt and build credit.	Jan 10	9:00 AM–11:30 AM
SKILLS IDENTIFICATION: Learn how to use online tools to discover your transferable skills that can be used in all aspects of your career. Register first at jobs.utah.gov .	Jan 7	1:00 PM–3:30 PM
"A" RESUMÉ WRITING: Learn modern methods of developing an effective resumé that will get you an interview.	Jan 2, 8, 10, 15, 17, 22, 24, 28, 30 Jan 3, 31	9:00 AM–11:30 AM 1:00 PM–3:30 PM
"B" BUILDING RESUMÉS LAB: Lab for individuals creating a resumé for the first time who have completed resumé workshop "A" (no registration necessary).	Jan 8, 15, 22	1:00 PM–3:30 PM
"C" CRITIQUING RESUMÉS LAB: Lab for individuals in need of resumé critique who have completed resumé workshop "A" (no registration necessary).	Jan 4, 18	9:00 AM–11:30 AM
INTERVIEWING SKILLS: Learn how to gain a confident edge during your interview. LAB: 2.5 hours for individuals who have completed the workshop.	Jan 3, 16, 23, 31 Jan 10, 14, 24 Jan 11, 25	9:00 AM–11:30 AM 1:00 PM–3:30 PM 9:00 AM–11:30 AM
JOB SEARCHING WITH TECHNOLOGY: Learn advanced job search techniques to find the best commercial job sites, publish resumés online and research companies. Must have computer skills and an active jobs.utah.gov registration.	Jan 7	9:00 AM–11:30 AM
NETWORKING STRATEGIES: Learn how to implement a networking plan to access your circle of influence.	Jan 9, 29 Jan 17	9:00 AM–11:30 AM 1:00 PM–3:30 PM
LINKEDIN: Discover the benefits of creating a LinkedIn account to find jobs and network with people and companies. This workshop will include discussion time and time to work on your LinkedIn profile in a lab setting. <i>Prerequisite:</i> Must have computer and Internet navigation skills. Please register first, as computers are available on a first-come, first-served basis.	Jan 14 Jan 29	9:00 AM–11:30 AM 1:00 PM–3:30 PM



Sign up for any of our **NO-COST** workshops by logging in to your account at jobs.utah.gov or speaking with an employment counselor today.

**Employment Center (EC)
Location**

• Metro EC
720 S. 200 E. Salt Lake City, UT

Plan to arrive 10-15 minutes before the workshop begins. Workshops **START at the scheduled time. With respect to customers who arrive on time, **late-comers will be asked to re-schedule.****

Department of Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.